



14 February 2000

Command Policy

***DISTINGUISHED VISITORS (RCS:
AIA-CVP(W)9602)***

NOTICE: This publication is available digitally on the AIA WWW site at: <http://pdo.pdc.aia.af.mil/library/pubs>.

OPR: HQ AIA/CVP (SSgt Jeanetta L. Hall)

Certified by: HQ AIA/CVP
(Ms. Delores Studavent)

Supersedes AIAPAM 90-101,
18 December 1996.

Pages: 20
Distribution: F

This pamphlet provides guidance and procedures for project officers to follow when hosting distinguished visitors (DV) at the Air Intelligence Agency (AIA) and collocated units in the San Antonio area. This pamphlet applies to directors and chiefs of major staff offices at the headquarters and commanders at the Air Force Information Warfare Center (AFIWC) and the 67th Intelligence Wing (67 IW). This pamphlet provides procedures and guidance in advanced planning and coordination to support DVs. This pamphlet is also available for use by the Joint Information Operations Center (JIOC). This pamphlet ensures all distinguished visitors receive proper courtesies and that their requirements are managed professionally.

SUMMARY OF REVISIONS

Changes procedures and responsibilities, revises and deletes forms, and provides checklist for project officers to follow.

1. Responsibilities. Protocol (HQ AIA/CVP) assists as much as possible in helping the project officer with those responsibilities not specifically assigned to HQ AIA/CVP. The OPR is ultimately responsible for the success or failure of the visit. The different participants who prepare for and execute a distinguished guest's visit include:

1.1. Directors, Chiefs of Major Staff Offices, AFIWC/CC, 67 IW/CC, and JIOC/J01.

1.1.1. Submit every Tuesday, by close of business, a DV report (RCS: AIA-CVP (W) 9602) that covers at least 2 weeks in advance. Forward the report to HQ AIA/CVP; negative replies are required. Include general officers visiting any AIA site, not just the agency.

1.1.2. Designate, in writing, a point of contact (POC) office or officer, to monitor the success and shortfalls of the DV program and forward this information to HQ AIA/CCE. This information is forwarded to HQ AIA/CVP for review and to provide updates and overall guidance to individual project officers and focal points for action.

1.1.3. Assign a project officer for each DV package assigned.

1.1.4. If not tasked by the command section, immediately notify AIA/CC-S (CC Executive Assistant) upon knowledge of a DV visit that involves or could involve command section principals. The HQ AIA/CC-S will clear the date and time of the proposed visit. Try to avoid embarrassments; visitors not cleared by the command section may be refused entry.

1.2. The Host. This office:

1.2.1. Ensures the proper planning for and execution of any visit within his or her area of responsibility.

1.2.2. Meets, greets, and travels with DV-5s and DV-6s to all social events or provides someone to take his or her place when he or she is unavailable.

1.2.3. Meets with the project officer to plan the agenda. Ensures answers are in writing for command review of the following questions:

NOTE:

These questions are for internal use only--do not ask the DV these questions.

1.2.4. What is the purpose of the DV's visit? How was the visit established (self-initiated, invited, regularly scheduled)? Are the visitors here to help us or are we to help them or both? What can they do for us, what do we want them to do for us? What story do we want to tell them (what points do we want them to walk away with)?

1.2.4.1. What do they already know about the subject? Have they visited before (when and is there an itinerary)? Is this the whole trip or will they visit or have they visited other places in San Antonio or other intelligence facilities and organizations, either before or after the AIA and JIOC visit?

1.2.4.2. Recommend that the visitor speaks or makes a presentation to AIA (that is, do they have something to tell our troops?).

1.2.4.3. What are their clearances; do they need special security clearances?

1.2.4.4. What is the recommended appropriate level of command section involvement?

1.2.5. Attend command section principal's agenda review with project officer, if applicable.

1.2.6. Notify command section of any possible DV visits proposed to your staff prior to commitment of visitor.

1.3. Protocol (HQ AIA/CVP). HQ AIA/CVP:

1.3.1. Monitors, implements, and provides quality control over all aspects of DV program.

1.3.2. Assists the project officer with DV administrative procedures (review this pamphlet and attachment 1, *Distinguished Visitor Tasker Checklist*).

1.3.3. Advises staff offices regarding protocol matters.

1.3.4. Submits all billeting information (DV suite, visiting officer quarters (VOQ), off-base billeting) and transportation requests.

1.3.5. Plans breakfast, lunch, and/or dinners when the command section is involved.

- 1.3.6. Controls and assigns the reserved parking spaces located through the general's gate in the front of building 2007.
- 1.3.7. Arranges for an individual from the command section to meet and greet all DVs, the command section-hosted DVs, and special interest guests flying into Kelly AFB and Randolph AFB. If an individual from the command section is not available, HQ AIA/CVP notifies an appropriate director as the alternate.
- 1.3.8. Coordinates military airlifts with base operations and ensures the DV information is posted on the electronic marquee or display at the flightline.
- 1.3.9. Advises the Honor Guard of ceremonial requirements, then coordinates or oversees their implementation.
- 1.3.10. After ensuring that the proper clearances are received, authorizes the project officer to pick up the visitor's DV badges from the security forces (SF) entry control (building 2001).
- 1.3.11. Prepares a welcome package to include a welcome letter from the Commander (HQ AIA/CC).
- 1.3.12. Prepares and distributes the Weekly Distinguished Visitor Report.
- 1.3.13. Only when the command section is involved, prepares seating chart and name plates for briefings; otherwise, provides guidance. Prepares agendas and sets up the conference room with writing pads and pens or pencils. Makes copies of chart and nameplates for social events (dinners and lunches) when the command section is involved.
- 1.3.14. Maintains mementos and listings of previous AIA memento presentations.
- 1.3.15. Arranges prepayments of bills when hosting a foreign dignitary, reimbursed from appropriated funds after arrangements are made with HQ AIA/FM.
- 1.3.16. Ensures that the project officer provides a proposed itinerary package to HQ AIA/CVP 24 hours prior to the command section agenda review. If an agenda review is not necessary, ensure a package is in by the suspense date on the tasker.
- 1.3.17. Makes distribution of proposed and final DV packages to HQ AIA command section.

1.4. The Designated Project Officer. The project officer:

- 1.4.1. Immediately notifies the command section of his or her selection. Reviews the DV checklist with the HQ AIA/CVP project officer and follows the checklist.
- 1.4.2. Coordinates with HQ AIA CC-S for the schedules of command section principals. Reviews date and time if not noted on tasker.
- 1.4.3. Contacts the visitor's office to request the DV's specific areas of interest and the details surrounding the visit; that is, inclusive dates, arrival and departure times, mode of transportation (if military air, check the callsign and location aircraft is departing from), number in party, billeting and ground transportation requirements, dietary restrictions and requirements, etcetera. Follow attachment 1 checklist:
 - 1.4.3.1. Ensures sensitive compartmented information (SCI) access certification is forwarded (commensurate with visit level) and HQ AIA/SO receives a copy of the certification.
 - 1.4.3.2. Obtains and forwards to HQ AIA/CVP (for billeting purposes) the DV's rank, full

name, social security number, duty title, organization, credit card number and expiration date, office symbol and the purpose of their visit. If project officer does not know the names and exact numbers of visitors during the advanced planning stages, he or she provides an estimate of the number of rooms required for the visit.

1.4.3.3. Obtains the biography from their DV's office or from the Public Affairs office.

1.4.4. Coordinates with the commanders, directors, chiefs of major staff offices, and unit commanders on the game plan and receives guidance on scheduled briefings. While some initial guidance may be provided by the command section, the senior officer in each organization ensures the agenda is accurate and relevant to the visitor.

1.4.4.1. Meets with host and ensures DV checklist is complete for command review.

1.4.5. Arranges for the appropriate briefings (include full name of briefer, date, time, and location of briefing, see attachment 2), schedules courtesy visits, and reserves one of the following conference rooms:

1.4.5.1. CC Conference Room, extension 6-2061.

1.4.5.2. B.A. Larger Auditorium, extension 6-2377.

1.4.5.3. AFIWC Conference Room, extension 6-3550.

1.4.5.4. JIOC Conference Room, extension 6-2071.

1.4.5.5. DO Conference Room, extension 6-2187.

1.4.5.6. XP Conference Room, extension 6-2791.

1.4.6. Contacts Security Office, Information Security Division (HQ AIA/SO) when hosting any DV to ensure clearances have been received. For foreign visits, use extension 6-2011; for non-foreign visits, extension 6-4531. HQ AIA/SO is the focal point within AIA for processing all clearance information. It is recommended that you make this contact no later than 3 working days prior to the visit. HQ AIA/SO provides guidance on visit requests and assistance in obtaining proper authorization to disclose information to allies with a legitimate need-to-know. If clearances have not been received, ensure they are passed to HQ AIA/SO as follows:

Collateral: Unclassified fax, DSN 969-5045 (must be sent by security manager).

SCI: Servicing SSO message address SSO AIA//SOP//. CSSO (contractors) unclassified fax, Commercial (210) 977-5045 (CSSO signature block must be on form).

1.4.7. Ensures command section principals participate by coordinating the time, place, and other appropriate information with each participating command section principal's secretary. This includes meals, social events, briefings, work sessions, etcetera.

1.4.8. Schedules with HQ AIA/CCXR (6-2377) presentation of the AIA Mission Briefing.

1.4.9. Arranges through HQ AIA/CVP for an officer of appropriate rank to meet or greet and escort the ranking guests. The director or 0-6 equivalent of the sponsoring office meets DV-5 to DV-6. A command section principal, if available, meets DV-1 to DV-4.

1.4.10. Contacts HQ AIA/CVP to determine appropriate uniform for all visiting participants. Use the uniform of the day for daily activities (unless DV is presenting a briefing to our staff, then service dress or equivalent), and use casual attire (open-collar shirt) for evening functions. Inform the visitor's office of uniform requirements and annotate uniform requirements in the visitor's agenda.

1.4.11. Discusses with HQ AIA/CVP the appropriateness of mementos (mainly for foreign DVs or DVs in positions such as directors and special speakers of the National Security Agency, Central Intelligence Agency, and the Defense Intelligence Agency).

1.4.12. Limits staff attendance at briefings or work sessions to command section representatives, the host and those specifically invited by the commander and the host to answer questions on visit-related issues (if DV is a civilian, always include the Executive Director (HQ AIA/CA) as a participant in the courtesy visit and briefings, etcetera). List attendees by names and office symbols on the agenda; use rank, first name, and last name.

1.4.13. Ensures each person invited to attend any event (lunch, briefing, etcetera) is notified of expected attendance.

1.4.14. Contacts HQ AIA/CVP to coordinate the use of staff cars, DV vans, or buses (dispatcher at vehicle operations on Security Hill, extension 6-2127).

1.4.15. Reserves parking and coordinates with HQ AIA/CVP for reserved parking spaces in front of building 2007.

1.4.16. Makes arrangements for all refreshments, breakfasts, luncheons, dinners, parties (as appropriate) to include name tags and seating plans, not involving command section principals. HQ AIA/CVP provides advice as necessary. For above events involving command section principals, notify HQ AIA/CVP of requirements.

1.4.17. Upon receiving authorization and picking up package from HQ AIA/CVP, obtains DV badges for distinguished visitors from the Pass and ID Office, building 2000. General officers in uniform do not require DV badges; however, their clearances must be sent to HQ AIA/SOP.

1.4.18. Completes the required DV package, which includes itinerary, agenda, biographies (which you have procured), and talking paper.

1.4.19. Completes the AIA Distinguished Visitor Program Critique after DV departs.

2. Distinguished Visitor Package Policy and Procedures. See attachment 5, *Sample Distinguished Visitor (DV) Itinerary and Agenda*. Comply with the following policies for ease in reviewing and standardizing all DV packages.

2.1. All DV packages are labeled with a status identification. Use one of three labels: DRAFT (In-Office use), PROPOSED, or FINAL. Affix the label to the upper right corner of all pages. The label corresponds to stages of development ("DRAFT 1," "DRAFT 2," and so on) and is designed to prevent confusion from all parties involved in preparing and supporting a distinguished visit. Also ensure DATE/TIME footer is updated with each new agenda.

2.1.1. The project officer uses the "DRAFT" to clarify developments and refine the itinerary and agenda. The draft label is used to:

2.1.1.1. Seek directorate guidance.

2.1.1.2. Develop schedule.

2.1.1.3. Coordinate briefing, presentations, and demonstrations.

2.1.1.4. Arrange for billeting and transportation.

2.1.1.5. Generally work the DV's itinerary.

2.1.2. Label agenda "PROPOSED" when copy is due to HQ AIA/CVP; the project officer provides a proposed itinerary and agenda to HQ AIA/CVP for coordination and review. HQ AIA/CVP reviews and directs needed changes and additions to the package. HQ AIA/CVP provides the command section copies of the proposed itinerary for command coordination and review. HQ AIA/CVP is the single entry point to the command section. HQ AIA/CVP's review of the DV package normally "freezes" the DV's itinerary in preparation for the commander's review. Minor adjustments may occur; however, the majority of the coordination and arrangements should have been completed prior to this point. Proposed DV packages include itinerary, agenda, biography information, and the talking paper (number 5 of the project officer checklist completed).

2.1.3. After the commander's review, label itinerary and agenda "FINAL" to indicate that it is ready for final distribution. Final itineraries and agendas may be e-mailed to HQ AIA/CVP, briefers, and attendees. If an itinerary or agenda needs to be changed after the final label is used, **make sure you change the date and time printed in the lower left corner of the first page**. This is a signal that there are two copies of the itinerary, and the most current is determined by the date and time shown on the agenda.

NOTE 1: All copies of itineraries will have a "date and time" in the lower left corner of the page.

NOTE 2: Project officers do not distribute final agendas (electronically or by paper) prior to HQ AIA/CVP and command section final approval.

2.2. Contents:

2.2.1. Proposed Itinerary for DV Requiring Special Treatment. All DV biographies accompany the proposed itinerary provided to HQ AIA/CVP. If biographies are not available, include a statement along with the proposed itinerary stating that the biography is not available, or when the biography will be available. The project officer makes all efforts to secure the biography prior to the commander's review.

DVs visiting the area who do not require (or request) DV treatment or HQ AIA/CVP involvement, please send an AF Fm 1768, Staff Summary Sheet, to HQ AIA/CVP for information only. Include the itinerary and agenda.

2.2.2. Agenda. See example (attachment 5).

2.2.3. Attendance. See example. The list of attendees is key to the agenda and includes all attendees ("ours and theirs"). List in rank order with the highest ranking first. **Do not list briefers or project officers.**

2.2.4. Background and Point Papers. If the OPR intends to provide the visitor with a background or point paper, attach these documents to the proposed copy.

NOTE:

Always include in the package a current biography on the visitor; United States Air Force general officer biographies can be obtained from the WEB on the AF.Link.

2.2.5. DV Critique. The DV Critique includes questions concerning problems encountered during the DV visit and recommendations for improvements to the DV program. The host and action officer complete the critique, not the DV. The project officer does not ask the DV these questions.

3. Other Information:

3.1. Pre-registration. The day of the visit, preregister the DV at the billeting office and provide the room key to the visitor upon arrival. The VOQ check-out time is 1200. Coordinate with HQ AIA/CVP if early check-in or late check-out times are required. Check the room (air conditioning, heating, refrigerator stocked, etcetera). Place the DV welcome package on the table. If the DV is staying off-base, reconfirm reservation with the hotel the day of the visit and drop off the DV welcome package at the front desk in hotel.

3.2. Conference Room and Other Arrangements. Ensure that arrangements are made for setting up the conference room. If a command section principal is attending, HQ AIA/CVP will set up the conference room. When the conference room is vacated, ensure that the room is clean, and dishes are returned to HQ AIA/CVP.

NOTE:

You may obtain place cards, pads of paper, and coasters, and check out coffee cups, carafes, napkins, spoons, and other dishes from HQ AIA/CVP.

3.3. The Briefing and Equipment Involved. Ensure that equipment for slides or viewgraphs are in place and working; make sure a member of the staff office hosting the visit is available to flip slides. Command Presentations (HQ AIA/CCXR) provides audiovisual support if a command section principal is involved. Also ensure the equipment is turned off before departing.

3.4. Additional Information. Plan to remain with the DV during the entire time at the agency and coordinate any changes to the schedule with HQ AIA/CVP.

4. Conference and Special Events:

4.1. Invitations. Before extending invitations for a conference, OPRs coordinate with HQ AIA/CCXR (for availability of the BALA [Larger Auditorium]), HQ AIA/CVP/CC-S to obtain concurrence and ensure conference space, billeting, and transportation are available and do not conflict with other planned activities.

4.2. Parking. You may arrange DV conference parking in the lot of building 2000 with HQ AIA/XPC (Civil Engineering), extension 6-3975.

NOTE:

Parking is only blocked for DVs or directorate-level (Worldwide DO/LG) conferences.

4.3. All Programs and Events. HQ AIA/CVP reviews and provides guidance for all programs and events, including seating arrangements for commandwide banquets and ceremonies (for example, Tri-Awards Banquet and Outstanding Airman of the Year).

PAUL J. LEBRAS, Brigadier General, USAF
Vice Commander

Attachment 1

GLOSSARY OF TERMS

Terms

Agenda—Program of briefings, office calls, and tours.

Commanders—Commander, Air Force Information Warfare Center (AFIWC/CC), 67th Intelligence Wing Commander (67 IW/CC), and the Deputy Commander, Joint Information Operations Center (JIOC/J01).

Directorate Staff and Major Staff Offices—The directorate staff includes the Director of Plans and Programs (HQ AIA/XP), Director of Information Operations (HQ AIA/DO), Director of Personnel (HQ AIA/DP), and Director of Logistics (HQ AIA/LG). The major staff consists of the Chief Office of the Chaplain (HQ AIA/HC), Chief Historian (HQ AIA/HO), the Inspector General (HQ AIA/IG), the Staff Judge Advocate (HQ AIA/JA), the Chief Office of Public Affairs (HQ AIA/PA), Chief Office of Safety (HQ AIA/SE), Surgeon General (HQ AIA/SG), the Chief Security Office (HQ AIA/SO), Chief Office of Reserve Affairs (HQ AIA/RE), and Financial Management & Comptroller (HQ AIA/FM).

Distinguished Visitors (DV)—Any visitor who is a:

General officer or civilian equivalent. See attachment 2, *Distinguished Visitor Code and Relative Rankings*.

Colonels or GS-15s and above.

Personnel determined by the command section to be of special interest or importance; that is, visitors, regardless of grade, having a scheduled courtesy visit, briefing, work session, or meal with a command section principal.

A DV visiting the agency in conjunction with a conference and the project officer anticipates command section involvement; the conference project officers treat DV according to the guidance provided in this pamphlet.

Host—The host includes commanders at the agency, wing, group, and centers; directors and chiefs of major staff offices at the agency; and the Deputy Commander at the JIOC. Usually, but not always, the host corresponds to the OPR.

Itinerary—The itinerary includes the full schedule of the trip from arrival to departure times, flight information, POCs, lodging information, and purpose of the temporary duty (TDY).

Office of Primary Responsibility (OPR)—The OPR is the staff office appointed by the Executive Officer (HQ AIA/CCE) and most closely associated with the purpose of the visit.

Project Officer—The project officer is the person the OPR designates as the point of contact (POC) for a DV visit.

Attachment 2**SAMPLE PROJECT OFFICER'S DISTINGUISHED VISITOR (DV) CHECKLIST**

A2.1. Read AIAPAM 90-101.

A2.2. Visit protocol (AIA/CVP) and inquire about previous visits and receive advice.

A2.3. Obtain a copy of the DV biography from either his/her office or the Public Affairs office.

A2.4. Call the visitor's office to receive the following information:

A2.4.1. Full Name.

A2.4.2. Rank, Grade, and Branch of Service.

A2.4.3. Social Security Number (SSN).

A2.4.4. Organization, Office Symbol, and Location.

A2.4.5. Date of Visit:

A2.4.6. Purpose:

A2.4.7. Additional Visitors:

A2.4.8. If AIA/PA does not have biography, request biography from DV's office, include the date requested.

A2.4.9. List individuals and their offices with whom the visitor would like to meet.

A2.4.10. List any DV's dietary restrictions or requirements (coke or tea instead of coffee; allergies to foods, etcetera).

A2.4.11. Ensure DV's clearance is forwarded to HQ AIA/SO (6-2011).

(Message address: SSO AIA//SOP//.)

A2.4.12. For foreign DVs include the following information:

A2.4.12.1. Country.

A2.4.12.2. Translator required.

A2.4.12.3. Ask if DV is bringing gifts; if yes, inform HQ AIA/CVP.

A2.4.12.4. Contact HQ AIA/SOC, 6-4624.

A2.4.13. Travel:

A2.4.13.1. Arrival: (Mode of travel, airline flight number, date, and time).

A2.4.13.2. Departure: (Mode of travel, airline flight number, date, and time).

A2.4.14. Contact HQ AIA/CVP to pass on information for billeting, transportation and social requirements.

A2.5. Meet with your director or staff head and discuss the following:

- A2.5.1. What is the purpose of the distinguished visitor's visit.
- A2.5.2. What initiated the visit? (Self-initiated, invited, regularly scheduled?)
- A2.5.3. Are the visitors here to help us, are we to help them, or both?
- A2.5.4. What can they do for us, what do we want them to do for us?
- A2.5.5. What story do we want to tell them, or what points do we want them to understand?
- A2.5.6. What do they already know about the subject? Have they visited here before? When? Itinerary?
- A2.5.7. Is this the whole trip, yes or no?
 - A2.5.7.1. From where are the visitors coming?
 - A2.5.7.2. Whom will they meet?
 - A2.5.7.3. Where else are they going?
 - A2.5.7.4. Whom else are they meeting?
- A2.5.8. Do you recommend that the visitor speak or make a presentation to AIA (do they have something to tell our troops)?
- A2.5.9. What is the DV's clearance; does the DV need special security clearances or escorts (that is, HQ AIA/DOY, AFIWC/AP action)?
- A2.5.10. What is the appropriate level of command section involvement?

A2.6. Schedule courtesy visits, socials, agenda review: Contact command section principals' secretaries and CC Executive Assistant, HQ AIA/CC, 6-2001; HQ AIA/CV, 6-2002; HQ AIA/CA, 6-2005.

- A2.6.1. Courtesy calls scheduled for:
 - A2.6.1.1. Date:
 - A2.6.1.2. Time:
 - A2.6.1.3. Place:
- A2.6.2. Lunch scheduled for:
 - A2.6.2.1. Date:
 - A2.6.2.2. Time:
 - A2.6.2.3. Place
- A2.6.3. Dinner scheduled for:
 - A2.6.3.1. Date:
 - A2.6.3.2. Time:
 - A2.6.3.3. Place:
- A2.6.4. Agenda review scheduled for (If applicable).

A2.6.4.1. Date:

A2.6.4.2. Time:

A2.6.4.3. With:

A2.7. Develop Agenda:

A2.7.1. Call to reserve a Conference Room.

NOTE:

If there is command section involvement, start with the commander's conference room (CCR) and call HQ AIA/CCEA, 6-2061.

A2.7.2. Other Conference Rooms Available, include:

A2.7.2.1. JIOC, 6-2071.

A2.7.2.2. DO, 6-2187.

A2.7.2.3. XP, 6-2791.

A2.7.2.4. BALA, 6-2377.

A2.7.2.5. AFIWC (Battlelab, AFCERT), 6-3550.

A2.7.2.6. LG, 6-2288.

A2.7.3. Briefings (from 5. A):

A2.7.3.1. AIA, 6-2377.

A2.7.3.2. JIOC, 6-2071.

A2.7.3.3. AFIWC, 6-3549.

Subject	Briefer	Office Symbol	Date and Time
----------------	----------------	----------------------	----------------------

A2.7.4. Demonstrations and Tours:

Location	Date and Time	Host
-----------------	----------------------	-------------

A2.7.5. Do You Need to Set Up a Social, Breakfast, Lunch, and Dinner?

Contact HQ AIA/CVP for guidance. If command section involvement, HQ AIA/CVP will arrange; if not, action officer responsibility.

Contact the restaurant for a menu and cost. Book the date.

A2.7.5.1. Location:

A2.7.5.2. Time:

A2.7.5.3. Cost:

A2.7.5.4. Menu: (If large group, order one entree).

A2.7.5.5. Determine who will attend from the headquarters and book on their calendar.

A2.7.5.6. Attendees: If there is not enough time to oversee the social, you may appoint a POC. The POC greets the visitors and guests at the door, shows them where to sit, places the name tags in the appropriate locations, and if applicable, oversees the whole event.

NOTE:

When a command section principal is in attendance, HQ AIA/CVP will select the restaurant; however, the POC's other responsibilities still apply.

A2.8. Proposed Itinerary or Agenda. Build and send to HQ AIA/CVP a proposed itinerary, biography, talking paper (if requested), and agenda by suspense dates.

A2.9. The 24 Hours Before the Visit You Will:

A2.9.1. Pick up the welcome package from HQ AIA/CVP.

A2.9.2. Review final itinerary or agenda and transportation schedule with HQ AIA/CVP.

A2.9.3. Pick up cellular telephone from HQ AIA/CVP.

A2.9.4. Pick up badges for distinguished visitors.

NOTE:

General officers do not wear badges.

A2.10. On the Day of the Visit You Will:

A2.10.1. Check with base operations or San Antonio International Airport to confirm arrival time.

A2.10.2. If the visitor has other individuals traveling with them, who will take care of them?

A2.10.3. Preregister the visitor into government quarters (building 1650) for check-in; visiting officer quarters (VOQ) is building 1676.

A2.10.4. Check the Suite/VOQ room (that is, air conditioning, heating, lights, refrigerator stocked, etcetera) and leave welcome package on the table inside the room.

A2.10.5. Be on hand to assist the DV in settling into their quarters.

A2.10.6. Assist with moving bags upon visitor's arrival and departure.

A2.10.7. Orally brief DV on meal availability and inquire as to any other special needs.

A2.10.8. Ensure the visitor knows the schedule, where to be, and/or who will meet them.

A2.10.9. Collect any money from the visitor for any events requiring payment. You will also collect from all other attendees except command section principals.

A2.10.10. Escort the visitor for the duration of the visit, unless otherwise directed.

A2.10.11. Be responsible for the smooth execution of the DV's visit to AIA. Make sure all participants; briefers, briefing attendees, tour directors, and social event attendees are in place 15 minutes prior to DV and command section representatives' arrival to the room. Track this throughout the visit.

NOTE:

If refreshments run out, use the breaks to replenish--contact HQ AIA/CVP. Also, pay close attention to finishing time to ensure transportation is in place.

A2.10.12. If you have any problems or questions, do not hesitate to call HQ AIA/CVP for assistance, extension 6-2971.

A2.11. After the Visitor Leaves You Will:

A2.11.1. Return DV badges to Pass and ID or to HQ AIA/CVP if obtained from that office.

A2.11.2. Inform HQ AIA/CVP of any problems encountered or any recommended improvements to the DV program using the DV Program Critique.

Attachment 3

DISTINGUISHED VISITOR CODE AND RELATIVE RANKINGS

DV-1	President of the US; Kings; Rulers; Presidents of Foreign Countries; Prime Ministers
DV-2	Vice President of the US; Senators; Congressmen
DV-3	Generals; Admirals; Political Appointees
DV-4	Lt Generals and Vice Admirals; Mayors; Public Law GS-18s and above; SES 3-6
DV-5	Maj Generals and Rear Admirals; GS-17; SES-2
DV-6	Brig Generals and Rear Admirals (lower half); GS-16; SES-1

NOTE:

Civilian doctors visiting area bases are granted rooms.

Attachment 4**SAMPLE TALKING PAPER****Figure A4.1. Sample Talking Paper****SAMPLE TALKING PAPER ON VISIT BY BRIG GEN ROBERT BONGIOVI,
DIRECTOR OF REQUIREMENTS, HQ AFMC.**

21-24 September 1998

-Brig Gen Bongiovi is the Director of Requirements at HQ AFMC

--Brig Gen Bongiovi was reassigned to his current position as of 30 Jun 98

-Brig Gen Bongiovi will be visiting SA-ALC, Randolph AFB, and Brooks AFB

--SA-ALC - visiting Gen Murdock, Vice Commander, SA-ALC (secretary Dee, 5-6914)

--Randolph AFB/HQ AETC--visiting Maj Scott Harwood (7-4598)/AFMC Liaison to HQ AETC, HQ AETC/XP/LG

--Brooks AFB - visiting Col Steve Harman/HSC (4-3475)

--Brig Gen Bongiovi had visited AIA/LGMO/XP in Jan 95 prior to AIA Day

--Brig Gen Bongiovi will be given a series of briefings to include AIA, JIOC, and AFIWC

Ms. Barmore/AIA/RRRT/6-4607/svb/11 Sep 98

Attachment 5


SAMPLE DISTINGUISHED VISITOR FINAL ITINERARY, AGENDA, AND ATTENDEES

Figure A5.1. Sample Final Itinerary.

FOR OFFICIAL USE ONLY

FINAL

AIR INTELLIGENCE AGENCY
DISTINGUISHED VISITOR



ITINERARY FOR
MR DENNIS G. CLEM, SES-4
DEPUTY DIRECTOR OF INFORMATION SYSTEMS AND SERVICES, DIA,
WASHINGTON DC
17-19 NOV 98

I. BACKGROUND:

A. VISITOR: MR DENNIS G. CLEM, SES-4, DEPUTY DIRECTOR OF INFORMATION SYSTEMS AND SERVICES, DIA

B. PLUS: MS MICHELE PLATT, SES-2, CHIEF INFRASTRUCTURE MANAGEMENT STAFF, DIA

CAPT DENNIS N. DUBOIS, USN, CHAIRMAN, DODIIS MANAGEMENT BOARD SECRETARIAT

C. PURPOSE: AIA ORIENTATION. MR CLEM, MS PLATT, AND CAPT DUBOIS ARE IN SAN ANTONIO FOR THE DODIIS INTEROP CONFERENCE, 16-20 NOV 98

D. OPR: AIA/DO

II. TRAVEL:

ARRIVE: 17 NOV AT 1529, SAN ANTONIO INT'L, CONTINENTAL FLT 535

DEPART: 19 NOV AT 1711, SAN ANTONIO INT'L, CONTINENTAL FLT 530

III. LODGING. AIRPORT HILTON, 611 NW LOOP 410, 340-6060.

IV. IMPORTANT TELEPHONE. LOCAL ASSISTANCE COMM (210) 977-XXXX--DSN 969-XXXX.

MS CINDA TAPIA, AIA/DOXA, HOST	6-2768 (W) 000-0000 (H)
MAJ GARY HANSON, AIA/DOMX, PROJECT OFFICER	6-3719 (W) 000-0000 (H)
MS DEE STUDAVENT, AIA/CVP, PROTOCOL OFFICER	6-2971 (W) 000-0000 (H)
TSGT KEITH REED, AIA/CVP, PROTOCOL PROJECT OFFICER	6-2971 (W) 000-0000 (H)

10 NOV 98 1200

FOR OFFICIAL USE ONLY

Figure A5.2. Sample Final Agenda.

FOR OFFICIAL USE ONLY

FINAL

AGENDA FOR
MR. DENNIS G. CLEM, SE S-4 DEPUTY DIRECTOR OF INFORMATION SYSTEMS AND SERVICES,
DIA
WEDNESDAY, 18 NOVEMBER 1998

LUNCH (1255-1330)
 MR DENNIS G. CLEM, DEPUTY DIRECTOR OF INFORMATION SYSTEMS AND SERVICES, DIA
 MS MICHELE PLATT, CHIEF INFRASTRUCTURE MANAGEMENT STAFF, DIA
 CAPT DENNIS N. DUBOIS, USN, CHAIRMAN, DoD IIS MANAGEMENT BOARD SECRETARIAT
 COL JAMES M. (MARC) ENGER, ACTING AIA/CC
 COL JOHN W. WHITEFORD, HQ AIA/ADO
 MS CINDA TAPIA, AIA/DOXA

AIA MISSION BRIEFING (1340-1410)
 MR DENNIS G. CLEM, DEPUTY DIRECTOR OF INFORMATION SYSTEMS AND SERVICES, DIA
 MS MICHELE PLATT, CHIEF INFRASTRUCTURE MANAGEMENT STAFF, DIA
 CAPT DENNIS N. DUBOIS, USN, CHAIRMAN, DoD IIS MANAGEMENT BOARD SECRETARIAT
 COL JAMES M. (MARC) ENGER, ACTING AIA/CC
 COL JOHN W. WHITEFORD, HQ AIA/ADO
 MR STEPHEN F. O'MALLEY, HQ AIA/XPT
 MS CINDA TAPIA, AIA/DOXA

IW BATTLELAB BRIEFING (1415-1445)
 MR DENNIS G. CLEM, DEPUTY DIRECTOR OF INFORMATION SYSTEMS AND SERVICES, DIA
 MS MICHELE PLATT, CHIEF INFRASTRUCTURE MANAGEMENT STAFF, DIA
 CAPT DENNIS N. DUBOIS, USN, CHAIRMAN, DoD IIS MANAGEMENT BOARD SECRETARIAT
 COL JOHN W. WHITEFORD, HQ AIA/ADO
 COL RICHARD STOTTS, AFIWC/CC
 MS CINDA TAPIA, AIA/DOXA

IOC BRIEFING AND TOUR (1450-1520)
 MR DENNIS G. CLEM, DEPUTY DIRECTOR OF INFORMATION SYSTEMS AND SERVICES, DIA
 MS MICHELE PLATT, CHIEF INFRASTRUCTURE MANAGEMENT STAFF, DIA
 CAPT DENNIS N. DUBOIS, USN, CHAIRMAN, DoD IIS MANAGEMENT BOARD SECRETARIAT
 COL JAMES M. (MARC) ENGER, ACTING AIA/CC
 COL JOHN W. WHITEFORD, HQ AIA/ADO
 COL RICHARD STOTTS, AFIWC/CC
 MS CINDA TAPIA, AIA/DOXA

AF CERT BRIEFING AND DEMONSTRATION (1525-1555)
 MR DENNIS G. CLEM, DEPUTY DIRECTOR OF INFORMATION SYSTEMS AND SERVICES, DIA
 MS MICHELE PLATT, CHIEF INFRASTRUCTURE MANAGEMENT STAFF, DIA
 CAPT DENNIS N. DUBOIS, USN, CHAIRMAN, DoD IIS MANAGEMENT BOARD SECRETARIAT
 COL JAMES M. (MARC) ENGER, ACTING AIA/CC
 COL RICHARD STOTTS, AFIWC/CC
 MS CINDA TAPIA, AIA/DOXA

10 NOV 98/1200

FOR OFFICIAL USE ONLY

Figure A5.3. Sample Final Attendees.

FOR OFFICIAL USE ONLY

FINAL

AGENDA FOR
MR DENNIS G. CLEM, SES-4
DEPUTY DIRECTOR OF INFORMATION SYSTEMS AND SERVICES, DIA
WEDNESDAY, 18 NOV98

1215	MS TAPIA MEETS MR CLEM, MS PLATT, AND CAPT DUBOIS IN LOBBY OF THE AIRPORT HILTON	
1215-1230	TRANSPORT MR CLEM, MS PLATT, CAPT DUBOIS IN U-DRIVE STAFF CAR DRIVEN BY MS TAPIA TO HQ ALA, BLDG 2000, ENTRY CONTROL POINT	
1230-1255	DVBADGES ISSUED BY MAJ HANSON AT FRONT DOOR ENROUTE TO EXECUTIVE DINING ROOM, BLDG 2000, ROOM 122	
1255-1330	LUNCH TURKEY SUBS (COST \$4.00) (HOST: COL ENGER) (BLDG 2000, ROOM 122)	COL ENGER ACTING ALA/CC 6-2638
1330-1340	BREAK AND ENROUTE TO JOINT CR (BLDG 2007 RM 216)	
1340-1410	ALA MISSION BRIEFING (BLDG 2007, RM 216, JOINT CR) (HOST: COL ENGER)	ALA/CCXR 6-2377
1410-1415	ENROUTE TO INFORMATION WARFARE (IW) BATTLELAB (BLDG 2000, RM 214)	
1415-1445	IW BATTLELAB BRIEFING (BLDG 2000, RM 214) (HOST: COL WHITEFORD)	
1445-1450	ENROUTE TO BLDG 2000, RM 225 (IOC)	CAPT CHACON AFTWC/BL, 6-3030
1450-1520	INFORMATION OPERATIONS CENTER (IOC) BRIEFING AND TOUR (BLDG 2000, RM 225)	LT COL CASTILLO 690 IOS/CC, 6-2191
1520-1525	ENROUTE TO BLDG 2000, RM 215 (AFCERT)	
1525-1555	AFCERT BRIEFING AND DEMONSTRATION (BLDG 2000, RM 215) (HOST: COL ENGER)	MR WHITE/LT PORT AFTWC/EAC, 6-3156
1555-1615	BREAK ENROUTE TO BLDG 2000, ECP	
1615-1700	ENROUTE TO AIRPORT HILTON VIA U-DRIVE STAFF CAR DRIVEN BY MS TAPIA	
18 NOV98/1200		

FOR OFFICIAL USE ONLY

Attachment 6**DISTINGUISHED VISITOR PROGRAM CRITIQUE (FOR INTERNAL USE ONLY!)**

1. Did you find the customer service from the protocol representative adequate ?
YES_____ NO_____If no, please provide input on what we could do better?
2. Did you have any problems getting the information you needed from your directorate or staff chief?
YES_____If yes, how can we improve this situa- NO_____ tion?
3. Did you have any problems with transportation support?
YES_____If yes, what were the problems? NO_____
4. Did you have any problems with the billeting and social arrangements?
YES_____If yes, what were the problems? NO_____
5. Did you receive proper assistance from the command presentation team (that is, Audiovisual Support)?
YES_____ NO_____If not, please list the problems you had
6. Did you have problems with any briefings/briefer?
YES_____ NO_____Please explain
7. Did you experience any additional problems or glitches during the DV's visit?
YES_____If yes, please explain NO_____
8. Did the distinguished visitor depart satisfied with his/her overall visit?
YES_____ NO_____If he or she did not, what were the problems?
9. How would you rate the overall visit?
EXCELLENT_____ SATISFACTORY_____ GOOD_____ FAIR_____
10. Do you have any recommendations for improvements to the Distinguished Visitor's (DV) Program?